

**EASTON HERITAGE DAY      SUNDAY, JULY 8, 2018**  
**FOOD VENDOR APPLICATION AND INFORMATION**

Please return this completed application by **June 8, 2018** to **Easton Area Heritage Day, P.O. Box 164, Easton, PA 18042** along with the following:

- A check, payable to "Easton Area Heritage Day," for all vendor fees as described below. **No applications will be processed without checks.**
- A certificate of general liability insurance (minimum \$1 million) listing Easton Area Heritage Day and the City of Easton as additional insured.
- Note: Vendor prices increase after May 31, 2018. This is to ensure EAHD can properly place everyone and communicate with all vendors successfully before the festival. Thank you.

\*\*\*The City of Easton needs all food vendors to complete the City of Easton Special Events form, available online at <http://www.easton-pa.gov/health/123speventform2016.pdf>, along with a check for \$40 payable to "City of Easton." That form can be sent to **Chief Health Administrator, City of Easton, 123 S. Third Street, Easton, Pa 18042.**

Special Events forms **must be** to the city by **June 22, 2018.**

**No money or forms will be accepted by the City the day of the festival.**

Name of Vendor:	_____		
Contact Person(s):	_____		
Mailing Address:	_____		
Phone:	_____	Fax:	_____
Email:	_____		
Website:	_____		
Please list all of the specific menu items you plan to serve:			

**Do You Have the following:**

- Generator?
- Required electrical hook ups? If so, please specify: \_\_\_\_\_
- Any additional set-up requirements? If so, please state here: \_\_\_\_\_

\*\*\*Please note: If need you need an electrical hook-up, please specify for how much power (in amps). If you do not specify your electrical needs, we cannot guarantee that there will be a hook-up. Lines dropped down from light poles can handle 15 amps only. **NO extra generators will be available on the festival day.**

**Vending Times and Fees** (check all that apply:)

**DAYTIME** – Food vendors will be arranged throughout Downtown Easton. Daytime vendors are to set up between 8:00 a.m. and 10:45 a.m., and vend between 11:00 a.m. and 4:30 p.m. Vendors will begin dismantling their tent immediately at 4:30 p.m., to be prepared to depart as soon as streets are reopened.

- Commercial Vendors – Before June 1, **\$100** for a 10' x 10' tent; **As of June 1, 2018, \$200**
- Community Groups (Service Groups, Youth Organizations, Houses of Worship) - **\$25** for a 10' x 10' tent
- These prices will be **doubled** for a 10' x 20' tent.

**NIGHTTIME** – Food vendors will be arranged at Riverside Park along Riverside Drive and at Scott Park along Larry Holmes Drive. Vendors can begin setting up and vending at 2:00 p.m. or after Larry Holmes Drive is closed, with Heritage Day activities moving to this area at 4:30 p.m.

- Food Trucks or Trailers – Before June 1 **\$500**; **As of June 1, 2018, \$600**
- 10' x 10' Tents – Before June 1, **\$250**; **As of June 1, 2018, \$350**

**\*\*\*If you are cooking underneath your tent, or have any open flame of any type, your tent must be fire-retardant. The City of Easton Fire Department will conduct an inspection of all food vendor tents to ensure compliance.**

**\*\*\*All food vendors must limit their activity to selling food and beverages. No solicitation, selling of merchandise, or other activity will be permitted by this application.**

**\*\*\*\*If you contact us after July 1, and we allow you into the festival, please pay full amount for your vender space BEFORE setting up your equipment. If you don't, we will not let you set up and sell. It's not fair to the vendors who were able to get us everything on time and before July 1. Thank you for understanding.**

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**EASTON AREA HERITAGE DAY, INC.** (Hereinafter known as EAHD) assumes no responsibility for the theft of or damage to merchandise, equipment, personal property or personal injury from any cause. It is hereby agreed that the vendor/exhibitor releases EAHD; their Directors and Assigns, and the City of Easton from any liability and agrees to indemnify EAHD and the City of Easton from any claim for loss, damage or injury. EAHD reserves the right to accept or reject any application at its complete discretion. I, the undersigned vendor, agree to the terms set forth. I also understand and agree that the event will take place regardless of weather conditions and that **all** fees are non-refundable.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Internal Use DATE Received \_\_\_\_\_